

22 April 1974

NOTE FOR: Mr. Brownman

SUBJECT : MSAG Meeting of 23 April 1974

The following items are on the agenda for the MSAG meeting of 23 April 1974:

1. Publicizing MSAG They have drafted a Directorate-wide flyer to publicize MSAG and solicit items for discussion.

OP Position Personnel sees no objection to putting up a notice on the classified bulletin board, for about a week, in order to publicize MSAG and solicit items for discussion. The thought was expressed, however, that OP considers this to be the DCI's method of communicating to all employees, and they do not want it to be construed as a narrow DD/M&S board.

Comments

a. I feel MSAG should be given some support on this issue, especially since they did not get any recognition in the State of the DD/M&S meeting.

b. The concerns of OP could be met by publicizing other MAG groups in the Agency--at least to the Directorate level.

c. The draft notice would have to be reworded, because the quote is not accurate at this point.

2. A "Did You Know" Section for the Classified Bulletin Board
They have urged greater use of the board in one-line summaries of significant activities--in an attempt to improve communication.

OP Position Personnel is looking for meaningful material, and Fred Janney welcomes the suggestions of others. They are opposed, however, to "one-line summaries" which raise more questions than they answer.

Comment I feel that MSAG should be encouraged to submit appropriate items to OP for the Classified Bulletin Board. It should go through the same screening mechanism that is a standard requirement. This is a situation where MSAG should not merely make the suggestion, but they should follow-up with some action. If they furnish good material--that stands alone--OP will see to it that it gets on the board. You might wish to informally discuss the DDO problem.

3. Publicizing Promotions & QSI's They point out that some offices publicize promotion lists, and suggest that the policy should be consistent throughout the Directorate.

OP Position The Office of Personnel has been doing this on promotions, and feels it is also a good idea for QSI's. They hold it to GS-8 and above on the theory that there are too many actions at the lower grades.

Comment I feel this is a pretty good idea, particularly at this time when morale is bad. [REDACTED] wants to use the newsletter to cover this for the "MG" careerists. Suggest the theme be pushed with Office Directors at the next monthly meeting-- 26 April 1974. It should be done at the office level, generally.

25X1A

4. Book Bazaar for Off-Campus Programs They suggest a used book sale as part of the Employee Activities Association. This would cover the off-campus program, and also assist employees going overseas, who want to divest themselves of excess books.

25X1A

OP/OTR Position [REDACTED] has taken a personal interest in this suggestion, which is not a new idea. OP favors the proposal, and is working a way to implement the idea. OTR favors the proposal in concept, September and January, and suggests EAA coordinate the program rather closely.

Comment I feel it is basically a good idea, and should be implemented. It would help if there were a "book club" in the Agency to actually handle the used book sale. OP does not always have the manpower.

5. Excessive Computer Runs They suggest that (1) the DD/M&S should publicize the importance of eliminating waste in this area, and (2) OJCS should provide semi-annual computer printouts for review by user offices.

OJCS Position OJCS recognizes that there may be a problem, but the position is taken that they should not "police" the customers, particularly at this time. They consider themselves the "mailmen" and they feel the problem is in the various customer offices. It is part of a much larger problem in the paper saving and records management area.

ISAS Position ISAS recognizes that a problem exists but feels they do not have the manpower to police this program. Some thought that the spotlight could be focused on this for DD/M&S Office Directors, and could be worked out from there to other Directorates.

Comment Regulations Control Staff is going to press soon with a notice on the "publicity" issue. Will look at the other aspect of the problem and report on developments. May discuss with Office Directors on 26 April.

The MSAG is keenly interested in having a detailed discussion on the following items, which were proposed some months ago:

A. Secretarial and Clerical Career Service [REDACTED] 25X1A
studied this in some detail, and ADD/M&S offered comments (TAB A).

B. Expand CIA Displays [REDACTED] 25X1A
studied this in some detail, and ADD/M&S offered comments (TAB B).



LJD

Atts